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## PROGRAM OVERVIEW

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Missouri Vocational Rehabilitation (VR) helps eligible people with disabilities obtain, maintain or advance in employment. VR is part of the Office of Adult Learning and Rehabilitation Services under the Missouri Department of Elementary and Secondary Education.

VR has 24 district offices statewide with its central office located in Jefferson City. Eligible individuals with physical or mental disabilities are served by their local office and are assigned to a specific counselor.

Under the general supervision of a district supervisor, counselors are responsible for planning, organizing and providing professional rehabilitation services for clients. VR counselors work one-on-one with individuals of all ages and types of disabilities to help them reach self-sufficiency.

Counselors' caseloads are based on geographic location or a specific type of disabling impairment. Each district office works as a team to provide services in the most effective manner possible. Counselors collaborate with fellow staff, other agencies and community partners to help clients with disabilities achieve successful employment.

VR offers a wide range of services that are individualized for each client's specific needs. These services include guidance and counseling, job-seeking skills, job placement, vocational training, transition services, supported employment services, rehabilitation technology services, and the Ticket to Work program.

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## COUNSELOR QUALIFICATIONS

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Counselors must have a master's degree, or be working toward one, from an accredited college or university in rehabilitation counseling, guidance and counseling, psychology, social work, or a closely related field. Work experience related to individuals with disabilities is highly desirable.

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## COUNSELOR SKILLS

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Among other knowledge and abilities, successful counselors are well-organized, have effective written and verbal communication skills, and have a good understanding of fiscal responsibilities. Equally important – they must be compassionate, creative and have a strong desire to empower individuals with disabilities to reach their full potential.

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## COUNSELOR RESPONSIBILITIES

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Counselors who work for VR:

- meet with clients to develop individualized plans for employment and offer ongoing support.
- provide guidance and counseling.
- authorize appropriate services to help clients meet their goals through good stewardship of VR funds.
- interpret and utilize industrial, occupational and labor market information.
- maintain appropriate documentation in a computerized case management system.
- collaborate with community partners to facilitate successful employment outcomes.

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## COUNSELOR TRAINING

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Counselors receive training specific to VR as well as on certain aspects of rehabilitation counseling. VR utilizes motivational interviewing as a communication/counseling technique. All staff is eligible for training and ongoing skill-building in this technique. Additionally, counselors are trained and encouraged to develop relationships with businesses.

VR values ongoing professional development and may support staff who are working toward professional licensure and (when appropriate) provide licensure supervision.

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## SUCCESS

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VR counselors have the ability to change lives. They help clients achieve their employment goals. Counselors empower individuals with disabilities to make informed choices, remove barriers, build careers and live independently in the community.

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## MISSION/VISION

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Our mission is to support individuals with disabilities in achieving successful employment outcomes. Our vision is to provide a great VR experience for everyone.

We support our mission and vision by utilizing the following six operating principles in all of our decisions and tasks:

- Act with a sense of urgency.
- Provide quality customer service.
- Maximize our resources.
- Do the right thing.
- Put people first.
- Continuously evaluate our practices/processes.

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## TO LEARN MORE

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To view current job openings, please visit [dese.applicantpro.com/jobs](http://dese.applicantpro.com/jobs). For additional information about the VR program and how to become a counselor, contact:

Missouri Vocational Rehabilitation  
HR Manager  
3024 Dupont Circle  
Jefferson City, MO 65109-6188

Phone: 573-751-3251  
Toll-free: 877-222-8963  
Fax: 573-751-1441  
Email: [info@vr.dese.mo.gov](mailto:info@vr.dese.mo.gov)  
Website: [vr.dese.mo.gov](http://vr.dese.mo.gov)



Office of Adult Learning and  
Rehabilitation Services

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*The Vocational Rehabilitation (VR) program receives 78.7 percent of its funding through a grant from the U.S. Department of Education. For Federal Fiscal Year 2020, the total amount of grant funds awarded was \$63,511,322. The remaining 21.3 percent of the costs (\$17,189,214) was funded by state matching funds.*